

Missouri SkillsUSA District Championships

The Missouri SkillsUSA District Championships recognize career and technical education students who excel in their occupational areas, as well as leadership development activities that are such an integral part of the SkillsUSA program in the classroom.

The involvement of industry in the Missouri SkillsUSA District Championships program is essential. Leadership, health, trade, industrial and technical experts donate their time to serve as contest judges and as technical committee members. They assume responsibility for selecting the skills that are to be judged, determining the format of the contests and establishing the standards by which contestants will be judged.

Besides showcasing students' skills, the Missouri SkillsUSA District Championships, by the very nature of competition, urges students to take pride in their work. It also provides prospective employers with an opportunity to see dedicated, motivated potential employees at work. To continue to meet the needs of both these potential employees and prospective employers, the lines of communication between technical education schools and industry must be kept open. Educators need to be able to identify industry's needs and, in turn, develop appropriate curricula.

The Missouri SkillsUSA Districts have the power to establish and conduct their own contests, depending upon the needs of each District. Contests that qualify contestants to the state events must be conducted so as to provide an appropriate level of preparation for the state level contests.

Each contest must have a minimum of **three** judges who provide an impartial evaluation of the student performance and are currently employed in an occupation that requires them to use the skills being evaluated in the contest.

For district level individual contests sub-state medallions will be given, for first-, second-, and third-place winners. For district level leadership team contests and Health Knowledge Bowl, individual medallions and one trophy will be given.

The Senior District Advisor shall determine the number of medals and trophies that need to be ordered to insure that each SkillsUSA District have an adequate number of district level gold, silver and bronze medals and trophies. The State SkillsUSA Director shall order the medals and trophies. The State SkillsUSA office will bill the SkillsUSA District the total cost of the medals and trophies used by each district.

Contestant Eligibility

The purpose of this policy is to ensure that Missouri SkillsUSA students participating in the Missouri District SkillsUSA Championships are provided a positive educational experience and are adequately prepared to meet the challenges of the competition and their future occupations. The students should understand that by participating in competitive events they can motivate themselves to develop more skills than would otherwise be expected through extra effort and determination. Those extra skills can provide them with a higher quality of work experience throughout their lifetime.

To be eligible to compete in the Missouri SkillsUSA District Championships, a student must

meet the following guidelines:

1. The student must meet the eligibility requirements of the local school district for participation in intra and extra-curricular activities.
2. The student must be an active SkillsUSA member of both the state and national organization with dues paid and roster postmarked by February 1st of the membership year.
3. The student must be enrolled in or just have completed (within the current membership year) a vocational program (meeting the requirements of the State Plan for Vocational Education) as a full time student in preparation for a career in technical, skilled, and service occupations, including health occupations.
4. The student must be able to describe the purposes the organization and identify its symbols and explain their meaning.
5. The student must be willing to voluntarily comply with the Missouri SkillsUSA code of conduct as established by the Missouri SkillsUSA Executive Council.
6. The student must know how to apply for a job and evaluate job offers.
7. The student must have been instructed in the necessary safety precautions, procedures and practices related to the work assignments they will perform as part of their occupation.
8. The student must be able to meet the eligibility requirements of *The SkillsUSA Championships Technical Standards* if the contest is offered at the National Level.

Students meeting the above requirements may participate in district competitions as follows:

1. Individual contestants may enter no more than **three events** and no more than **one event in each of the following categories**:

- Skill contests
- Leadership contests (written or performance)
- Occupationally related contest contests (written or performance)
- Technical information contests (written)

The Lead Chapter Advisor and Senior District Advisor, must approve their participation, where the schedule permits.

2. Students may only enter a contest that has competencies that are parallel to the competencies in the training program in which they are enrolled.
3. Students must be a member of a local chapter assigned to the district where the competition is held and can only compete in one district.
4. To be eligible to compete at the state level, a student must placed first, or second in a skills contest; placed first, second or third in a leadership, occupationally related or technical information contest at the district level; or when a leadership or skills district contest is not offered the Senior District Advisor will approve the competing contestants. All state level contestants in Technical Information (written), written Occupationally Related, and written leadership contests must have competed at the district level. In the event that the highest-ranking contestant is unable to participate, the next highest-ranking contestant will be eligible to compete. The number of contestants from a local chapter who may participate in state contests (where no district contest is held) shall be determined by the state director based on the number of schools offering the program and the space available at the contest site. Cases with extenuating circumstances may submit, in writing, a waiver to the State SkillsUSA Director prior to February 1st. Each case will be evaluated on its own merit.
5. To be eligible to compete at the national level, a student must be the highest-ranking contestant at the state level or be approved by the State Director. In the event that the highest-

ranking contestant is unable to participate, the next highest-ranking contestant will be eligible to compete. Contestants may enter only one SkillsUSA Championships contest. Cases with extenuating circumstances may submit, in writing, a waiver to the State SkillsUSA Director prior to April 15. Each case will be evaluated on its own merit.

District Level Operating Policies

The Senior District SkillsUSA Advisor is given the power to set up the District contest in the manner deemed necessary. The Missouri SkillsUSA District Association will follow the *National SkillsUSA Championships Operating Policies* and *SkillsUSA Championships Technical Standards* as they apply to operation of the competitive activities as well as participant assistance with the exception of SkillsUSA official attire & mandatory equipment list. The *Missouri SkillsUSA Championships Technical Standards* will be used where no national event is available

Medallions will be given, for first-, second-, and third-place winners for all contests; plus trophies for district leadership team contests and Health Knowledge Bowl will be presented to the school. In performance contests at the district level, where there are three or less contestants, judges shall rate contestants against a standard level of performance. The judges will determine the level and the number of awards to be presented based on the performance level of the competitors. In written contests, first, second and third place awards shall be given for the Technical Information contests based on the highest number of correct answers. In the event two or more contestants achieve the same numerical score, ties will be awarded. Technical information tests may contain up to 34 percent of the questions from professional development topics.

The number of contestants from a school in a contest that have traditionally had low numbers of participants on the State level will be limited to two (2) per school unless otherwise notified.

A Grievance Committee will be established to review grievances filed concerning the District SkillsUSA Championships. The committee will be composed of: one Lead Advisor, one representative of the host school and one representative of the Industrial Technical Committees.

General Regulations

1. The Missouri SkillsUSA Championships Technical Standards are written as guidelines for the administration of state contests. They should serve as models for administration of local chapter and district contests but should not be considered binding for district associations in conducting district SkillsUSA Championships. They are a guide to assure that the qualifying contest contributes to the overall preparation of the student to enter the work force and assists in the preparation of the student for state competition.
2. All problems and exercises mentioned in the Missouri SkillsUSA Championships Technical Standards are sample exercises only.
3. A careful and thoughtful analysis of the skills and knowledge required for successful employment in technical, skilled and service occupations, including health occupations will identify a core of technical and scientific principles that students should understand. Knowing these principles will increase their chances of succeeding and progressing in their fields and form a basis for understanding and applying new technology as it is introduced to

their respective fields. Competitors are expected to understand such principles as they apply to their skill areas. They will be expected to know and demonstrate the following:

- a. Mathematics
 1. Addition, subtraction, division and multiplication of whole numbers, common fractions, decimal fractions, ratio, proportion, percentage, average, area, volume, metrics and written problems specific to area of training.
 - b. Engineering drawing or print interpretation and schematics related to specific areas of training.
 - c. Completion of a job application form.
 - d. Making an appointment for a job interview.
 - e. Proper interview techniques.
 - f. Responding to oral questions clearly.
4. The competencies listed in this publication under each occupational area are the basis for a quality technical program from which our state contests are derived. They have been listed to provide direction and assistance to district associations as they establish their district and local SkillsUSA Championships and to identify the scope of the state contest.
 5. Skill Related Written Test: Written tests and problem-solving exercises covering skills and related information will be included as a part of each contest. The number of points allowed will not exceed 25 percent of the total possible points and will be determined by the technical committee. The following procedures will apply:
 - a. The test will cover the appropriate math, technology, schematic, engineering drawing or print interpretation, safety, problem solving and related information needed for employment.
 - b. The test will be prepared or approved by the Missouri SkillsUSA Championships Technical Committee and may be given at the pre-contest orientation meeting or on the day of the contest.
 6. An oral professional assessment, such as a personal interview, oral explanation of skills to be performed, problem to be solved, or other employability skills assessment, will be included as a part of each contest.
 7. Each individual contestant in both leadership and skill contests will be given a written test taken from the knowledge required to obtain the District Leadership Award at the District Fall Leadership Conference. The following procedures will apply:
 - a. The test will include knowledge of the Motto, Emblem components and their meaning, Creed, Pledge, Colors and their significance, Official attire, Opening and Closing Ceremonies, and the Missouri district names of the SkillsUSA organization. The State SkillsUSA Director will prepare the test.
 - b. The test will not include the names of District or State Officers, District Junior and Senior Advisors and the State Director
 - c. The contest technical committee will administer the test at the pre-contest meetings.
 8. Missouri District SkillsUSA Championships awards will be presented to the top three contestants in each division.
 - a. No ties will be permitted in the Leadership, Occupationally Related, and Skills Contests. In Technical Information Contests, Technical Spelling, Orientation to Employment, and SkillsUSA Leadership Information, ties will be awarded when they occur.
 - b. Decisions of the judges will be final. The Senior District SkillsUSA Advisor, will make interpretations of all contest rules.

9. Who May Compete: Participants must be active SkillsUSA members in their respective divisions whose dues have been postmarked by midnight of February 1st.
 - a. Students must be adequately prepared as outlined in the contestant eligibility policy as established by the Missouri SkillsUSA Executive Council.
 - b. A policy exists whereby exceptions may be made under certain conditions. For details contact the State SkillsUSA Office.
10. Clothing: Participants must meet the clothing requirements for the individual contests. For specific requirements, refer to the individual contest regulations. The penalty for contestants who do not satisfy the dress requirements will be a maximum of 5 percent of the total possible contest points.
11. Tools and Materials: Participants who do not bring the required tools and materials, as specified in the individual contest regulations, will be penalized two points for each missing item. The contest chairperson may provide the missing item(s) but must assess the penalty for each item.
12. Procedure for Contestants: Contestants must attend the pre-contest meeting for skills or leadership events. During the contest, participants must work independently without assistance.

Observer Rules

13. Where space permits, a roped or otherwise marked area will be designated for observers. No observers, including SkillsUSA advisors, will enter the designated contest areas without the approval of the Missouri SkillsUSA District Championships Technical Committee.
14. No observers will talk or gesture to contestants.
15. Judges will disqualify contestants who accept assistance from observers.
16. No observers will be permitted in the contest holding room or at the pre-contest orientation meeting unless specifically invited by the Missouri SkillsUSA District Championships Technical Committee.
17. Additional limitations on observers, such as entering or leaving a contest area during a demonstration or sequence, may be posted to protect contestants from unnecessary distractions.
18. No cameras with flash attachments or recording devices of any kind will be permitted in any contest area without the written consent of the Senior District SkillsUSA Advisor.

INSTRUCTIONS TO MISSOURI SKILLSUSA DISTRICT CHAMPIONSHIPS TECHNICAL COMMITTEE CHAIRS

General Responsibilities

1. Attend all meetings called by the SkillsUSA District Championships Director or officially designate a committee member to serve as your authorized representative at those meetings.
2. Make sure that all committee members are familiar with the Missouri SkillsUSA Championships Technical Standards.
3. Supervise the selection of the skills to be tested in the district contest and identify necessary equipment and supplies. Make arrangements for borrowing and/or soliciting donations of all items.
4. Supervise the development of contest projects, drawings and instruction sheets for the contestants.
5. Locate individuals who are knowledgeable in your contest trade or skill area and invite them to serve as judges. (Reminder: Send thank-you letters to the judges after the contest.)
6. Plan the layout of the contest site. Identify needs and/or services such as water, electricity and compressed air.
7. Make arrangements for acquiring appropriate industry awards.
8. Plan and conduct the mandatory pre-contest orientation meeting.
9. Instruct contest judges
10. Conduct the Missouri SkillsUSA Championships.

Conducting

The SkillsUSA District Championships

1. Check all contest area facilities prior to the day of the contest to be certain that everything is in place and in order for a smooth-running competition.
2. Assemble all judges at the contest site prior to the start of the contest for a briefing. Be sure that all questions are answered and that the rating procedures are clear. The judges should identify from the contest problem and the contest rating sheet, a critical skill or item to be evaluated which would be an appropriate tie-breaking item.
3. Contest Procedures: Explain the way in which the contest will be run, including schedule, procedure for time in / time out, rating criteria, procedure for breaking ties and method of dealing with problems.
 - a. Verify each contestant's name and number as they appear on the nametag with the master list of contestants and the contestant registration forms.
 - b. Identify contestants who are participating in two or more events. Assist them in coordinating their schedules to avoid any conflicts.

Check to be certain that all contestants are familiar with contest rules and have brought the tools and materials required for the competition. The technical committee may, at its option, furnish any required items that contestants have failed to bring; however, a 2- point penalty must be assessed for each missing item.
4. Make sure that all contestants meet clothing requirements for the contest. (See the Missouri SkillsUSA Clothing Requirements Sheet.) The penalty for those who do not satisfy dress requirements will be 1 to 5 percent of the total possible contest points. The

designated senior district advisor in cooperation with the contest chairperson will assess clothing penalties in all skill contests. Missouri SkillsUSA Championships Technical Committees will assess clothing penalties for all leadership contests, action skills and job skill demonstration A & B.

5. Make sure that all contestants receive copies of the project to be completed as well as any necessary drawings, instruction sheets or other materials. If workstations are not identical, make sure contestants draw numbers for assignments. Be certain that contestants understand all instructions and have a chance to ask procedural questions. Take great care to see that all contestants have equal time and their questions are answered fairly.
6. Safety Regulations: Review general and specific safety requirements and procedures for the contest. Oversee the contest to ensure that safe work practices are followed.
7. Do not permit contestants to enter the contest site at any time unless they are displaying their contestant badges and numbers.
8. Special Announcements: Detail any special functions that the committee has planned; explain special transportation or time schedules; announce industry awards; announce that contestants are not permitted to smoke during the contest.
9. Conduct a critiquing session with the contestants after the contest to point out general strengths and weaknesses and the quality of work expected by the judges.
10. Verify all judges' rating sheets and submit to the Missouri SkillsUSA District Headquarters.
11. Complete the chairperson's final report and return it to Missouri SkillsUSA District Headquarters following the contest.
12. Keep the results of the contest confidential until the announcement of the winners at the awards ceremony.
13. Organize and supervise the teardown of the contest area and be certain that equipment, tools and supplies are returned to the proper owners.

Instructions to Contest Judges

1. Judges must be completely familiar with the Missouri SkillsUSA Championships Technical Standards, particularly the General Regulations, Instructions to Technical Committee Chairs, and the specific rules of the contest they have been asked to judge.
2. Judges should receive copies of the contest project and judges' rating sheet(s), along with complete instructions from the technical committee chairperson prior to the competition.
3. Members of the Missouri SkillsUSA District Championships Technical Committee may not serve as judges unless approved by the Missouri SkillsUSA District Contest Coordinator or the Senior District SkillsUSA Advisor.
4. Judges must give careful attention to each rule, and each contestant or entry must be judged in exactly the same manner and under the same conditions as every other contestant or entry.
5. Judges will meet prior to the Missouri SkillsUSA District Championships, at a time and place announced by the Missouri SkillsUSA District Championships technical committee chairperson, to confer on
 - a. Rule meanings and interpretations
 - b. Room arrangements
 - c. Materials and equipment
 - d. Last-minute details

6. Judges will evaluate the performance of each contestant according to the criteria listed in each contest. The Senior District SkillsUSA Advisor, must approve any changes in the rating sheets' criteria.
7. Judges will report to the contest site prior to the start of the SkillsUSA District Championships and will be present throughout the competition. The Missouri SkillsUSA District Contest Coordinator or the Senior District SkillsUSA Advisor, must approve all exceptions.
8. Judges will identify contestants by number only. Judges will not use contestants' names, schools or states unless otherwise specified in individual contest rules.
9. Only members of the technical committee may instruct the contestants and verify attendance.
10. Judges are selected because of their recognized expertise in the trade or skill that they are being asked to judge and are asked to follow the official SkillsUSA rules without inserting personal opinion. Such things as length of hair, length of dress and style of shoe, unless specifically covered in the contest regulations, are not to be considered by the judges except where safety is considered.
11. In no instance are judges or contest chairs authorized to change the contest rules. If an interpretation is required, the chairperson should contact the Missouri SkillsUSA District Contest Coordinator or the Senior District SkillsUSA Advisor.
12. Judges are to evaluate all items related to safety. Contestants not meeting safety requirements in clothing and/or devices may be disqualified from competition if, in the judges' opinions, the safety of the contestants or those around them is endangered.
13. Judges should rate contestants on the basis of entry-level job skills.
14. Judges should rate each contestant independently and not compare rating sheets with those of other judges.
15. In contests where there are three or less contestants, judges should rate participants against a standard of performance rather than automatically awarding first-, second- and third-place awards. In other words, it is not necessary to select a third-place or second-place winner if the judges feel the standard of performance is not high enough.
16. After the judging is completed, judges should total their own rating sheets and return them, along with any notes and other pertinent information, to the contest technical committee chairperson.
17. The judges and technical committee members will keep all results confidential until the general announcement of winners is made at the awards ceremony. Under no circumstances may the judges discuss contest results with contestants or chapter advisors.
18. Judges should refer all contest inquiries or problems that arise to the Missouri SkillsUSA District Contest Coordinator or the Senior District SkillsUSA Advisor.
19. The contest technical committee chairperson will validate the judges rating sheets, compile the total scores and deliver the results to Missouri SkillsUSA District Headquarters.

FOR DISTRICT USE ONLY	
Invoice No.	_____
Amount	_____
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District SkillsUSA Conference Registration

CD Code ____

Lead Advisor _____

Local Chapter Name _____

	<i>DIV A</i>	<i>Code B</i>	<i>PARTICIPATION Code C</i>			<i>NAME D</i>
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Please read and follow the instructions included in the Registration Packet